

**BY ORDER OF THE COMMANDER  
PACIFIC AIR FORCES**



**AIR FORCE INSTRUCTION 13-203**

**PACIFIC AIR FORCES COMMAND**

**Supplement 1**

**31 JULY 1998**

**Space, Missile, Command, and Control**

**AIR TRAFFIC CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(CMSgt I. R. Reyes Jr.)  
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(Lt Col S. L. Shrimpton)  
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Units will forward recommended changes to AFI 13-203 and PACAF Sup 1 on AF Form 847, Recommendation for Change of Publication, to HQ PACAF/DOYA, 25E Street, Suite I232, Hickam AFB, HI, 96853-5426.

**SUMMARY OF REVISIONS**

Items from the previous supplement which were incorporated into the basic instruction were removed. New changes and guidance from AFI 13-203 Interim Change IC 98-1 is clarified and PACAF specific guidance is provided where applicable. *New or revised material is indicated with an asterisk (\*).*

**AFI 13-203, 13 February 1998, is supplemented as follows:**

1.1.13. The AOF/CC shall appoint the primary and alternate TERPS specialists by letter and forward copies to HQ PACAF/DOYA and PACAF AOS/XOPO.

1.4.3. A request for 12-hour surge shifts in support of readiness exercise or evaluations missions will be coordinated through the Wing Commander for NAF/CC approval. Send informational copy to HQ PACAF/DOYA. Local managers should examine all alternative avenues of scheduling before initiating these peacetime requests.

**1.5.(Added). Facility Staffing.** Facilities may apply for waivers to man control towers with only one watch supervisor during known low traffic periods. Operations Group commanders will forward requests for MAJCOM waivers to HQ PACAF/DOY. Waiver requests must be fully justified and submitted only after an in-depth review of facility hours, scheduled flying, and services required. Waiver requests must also include a comprehensive summary of facility manning to include total personnel authorized, total personnel assigned, total personnel available for duty, and quarterly traffic count data.

1.5.6. See Attachment 1 for PACAF manpower standard application.

1.5.8.1.1.(Added). Units will provide monthly ESL forecasts via letter to HQ PACAF/DOY based on PCS, TDY, DNIC, etc. HQ PACAF should be notified 90 days prior to a unit reaching ESL.

1.5.8.2.(Added). Each unit will send their ESL computations to HQ PACAF/DOY annually on 1 April for revalidation.

1.5.8.5.(Added). HQ PACAF/DOYA/DPAA will make every effort to resolve ESL problems with MAJ-COM resources before requesting help from AFPC. If personnel actions taken have not alleviated the adverse conditions, and the facility remains at ESL at the end of the 60 day period, units can reduce services and or hours after notifying HQ PACAF/DO of intentions to take such action.

2.8.4. Where requirements exist for secure communications to meet military command and control needs, the AOF/CC will coordinate with local OPSEC/COMSEC managers to approve installation IAW security regulation DOD 5200.1R.

2.9. Direct and reliable communications is also required with adjacent area/sector tactical airspace control agencies, as appropriate.

2.10. Include procedures for primary and alternate communications with the air defense sector authority and airspace control (TACC or equivalent) even when direct lines are not established. Ensure means to declare operational priorities are included when using administrative switchboard links for alternate communication.

2.13. Locations conducting opposite direction operations must include procedures in the base airfield operations instruction. Establish cutoff points for both VFR and IFR opposite direction operations.

2.19. If the ATCALs is part of the host nation en route system, the Chief of Airfield Management (CAM), will develop procedures to ensure the agency responsible for host nation NOTAM dissemination is notified.

2.19.2. AOF/CC (or designee) will notify HQ PACAF/DOYA of unscheduled interruptions to major ATCALs (ASR, ATCRBS, PAR, TACAN, VOR, ILS) of 24 hours or greater. Include mission impact and any HQ PACAF support anticipated. Follow-up telephone report will be made when changes to mission impact/support need occur.

2.25.1. Limiting Factors (LIMFACS) that could impact flying mission will be detailed in the base airfield operations instruction (except for information of a classified or OPSEC nature). Excepted information should be published in an appropriate plan.

2.25.2. Alternate ATC procedures and procedures addressing control and movement of vehicles during activation and operation of the alternate facility must be included in the base airfield operations instruction. Include supplemental instructions in the flight line driver's program.

2.25.3. Where operation from an alternate facility is part of an exercise, the AOF/CC will ensure supplemental staffing will be available (qualified WS controller) to support operations from the alternate facility while maintaining a safety observer in the primary facility. During the transition to the alternate facility, any real world traffic will be worked from the primary facility. Exercise scenarios should demonstrate the controllers capability to relocate and work IAW local directives. Flight safety shall not be compromised. The local situation shall determine whether or not traffic will be controlled from the alternate facility/location. Close coordination between the AOF/CC and host officials is paramount to determine the extent of ATC involvement.

**2.26.(Added).** Precision Approach Critical Areas shall be developed IAW AFI 13-203. Requests to apply FAA/ICAO critical area criteria shall be submitted with justification to the PACAF AOS/XOPO for waiver approval.

**3.5.(Added).** OG/CC will forward to HQ PACAF/DOY for approval, any requests to authorize using the DBRITE other than those prescribed in FAAO 7110.65. The request will be forwarded to HQ PACAF/DOY for approval. Attach a staff package to address determination of operational need, ATC operational benefits, operational impact, why the current associated radar facility cannot satisfy the operational requirement, procedures to be used in the event the DBRITE is inoperative, radar training required, maintenance support/restoration requirements, additional staffing requirements, measures to ensure local controller's abilities to focus on primary duties are not impaired, and OG/CC concurrence.

4.10. DBRITE systems used at Elmendorf and Eielson in lieu of ASR indicators shall not be used for ASR approaches.

4.12.1. Contingency operations or taskings for ATC facilities will be listed in Plans Briefs or Airspace Control Plan annexes. Forward copy to HQ PACAF/DOYA.

4.15.2. Submit any needed changes in site-unique PIDP/MSAW data, at least 120 days in advance, except emergency requirements. Submit PIDP site-unique data changes and changes to MSAW data to HQ PACAF/DOYA and PACAF AOS/XOPO for review. Each automated system will maintain the following site unique data, as appropriate: PIDP Submission Form, AF Form 3645. Current 15 and 60 NM MSAW charts and data. Reflection discrimination data, if used. LAAS data products for TPX-42/980B. LAAS data products for TPX-42 only versions of DBRITE. BRITE Digital Map Data (including AF Forms 3643 and 3646).

**4.17.(Added).** Osan, Kunsan, Kadena, and Yokota shall establish DVAs.

5.4.1. The inspection of military air navigation aids is the sole responsibility of the Federal Aviation Administration (FAA). The FAA's unique aircraft are to be considered mission aircraft (except when applying reduced runway separation). Initiate priority ground handling, refueling, and air traffic services for FAA aircraft during mission assignments at all locations.

5.4.2. Flyability checks of military/civil instrument approach/departure procedures is also an operational priority. These FAA/military flyability checks are vital for TERPS development of Host Nation and DoD procedures and will be afforded expeditious handling.

5.5.2. The following reduced same runway separation (RSRS) standards (i.e., less than standard separation) applies to all PACAF assigned aircraft and non-PACAF aircraft/civilian aircraft (operated by US Government contractors) covered under letter of agreement . (Note: This standardizes criteria with Joint LOA RSRS standards).

5.5.2.1. 3000 feet when landing behind same fighter type or attack aircraft (i.e., F-16 and F-16, OA-10 and A-10).

5.5.2.2. 6000 feet when one of the following conditions exists:

5.5.2.2.1. Landing behind a dissimilar fighter type aircraft (i.e., F-16 and F-15).

5.5.2.2.2. Night time (after civil twilight in areas where that is allowed).

5.5.2.2.3. The RCR is reported to be 16 or less, or RCR is not available and RSC is reported as wet, ice or snow. NOTE: IAW AFI 13-213, RCR procedures are not required at Andersen AFB, Hickam AFB,

and Kadena AB. RSC determination/reporting procedures may differ at some joint/shared use locations. CAM will ensure requirements and responsibilities are outlined in the airfield operating instruction and appropriate OI/QRC.

5.5.2.3. 9000 feet when landing behind a non-fighter type aircraft.

5.5.3. RSRS criteria contained in this provision will normally be applied at Misawa AB, Japan, by Japanese Air Self Defense Force (JASDF) controllers as a courtesy to US Forces' aircraft. However, JASDF controllers retain the prerogative to apply standard runway separation when deemed necessary or as directed by their higher headquarters.

5.5.4. Conditions for application of above reduced runway separation standards:

5.5.4.1. Less than standard runway separation is not authorized when one or both of the aircraft involved are:

5.5.4.1.1. Heavy jet aircraft.

5.5.4.1.2. Civil aircraft, except U.S. Government contractor aircraft as noted above.

5.5.4.1.3. Military contract carriers.

5.5.4.1.4. Any emergency aircraft

5.5.4.1.5. Air evacuation aircraft.

5.5.5. RSRS does not apply between aircraft within the same formation.

5.5.6. The OG/CC will ensure assigned aircrews and air traffic controllers understand these are minimum standards. This includes US Government contractors who have agreed to operate under these procedures/conditions in a written agreement.

5.5.7. Other services or commands wanting to participate in reduced runway separation standards do so by letter of agreement; e.g., Joint Service LOA on Reduced Same Runway Separation.

6.3.1.3. HQ PACAF/DOYA may approve an additional 50% extension of the original block time limit.

6.6.2.2.(Added). In management qualification training where there is only one person qualified, that individual may act as the trainer and task certifier. For example: Only one qualified CCTLR exists in a facility, that person may act as a trainer and certifier if they meet the trainer and certifier requirements.

6.6.5.(Added). Task certifiers for the AFJQS-001 can also be the trainer (same person) as long as the task certifier is position, trainer, and task certifier qualified. This exemption was granted since the CSE performs a quality assurance prior to any position certification or facility rating.

6.6.6.(Added). Cadre UTC "CTJPQ" is the only UTC in PACAF that air traffic controllers are identified with for deployment. No PACAF controllers are tasked against Airfield Operations UTCs and thus do not require the combat skills training identified in AFMAN 13-220, paragraph 6.3. Controllers identified against CTJPQ UTC (primary and alternate) must complete requirements of AFI 10-403 paragraphs 2.5.2, 2.5.3., PACAF Instruction 10-405 chapter 3, AFI 13-203 paragraph 14.3.9., and any local requirements. Controllers not tasked/identified against CTJPQ UTC must complete requirements of AFI 10-403 paragraph 2.5.2., and any local requirements.

**6.12.14. Vehicle Control.** Conduct annually for all Tower controllers. TR: LOPs.

**6.12.15. Traffic Collision Avoidance System (TCAS).** Conduct annually for all Radar controllers.

**6.12.16. Generator Training.** Conduct annually.

6.16.1.(Added). **Combat Familiarization Training.** Address the status of combat familiarization training in the TRB minutes, i.e., Are CTJPQ UTC tasked controllers meeting the mandatory training requirements? Are all other controllers meeting mandatory requirements IAW AFI 10-403 paragraph 2.5.2. If controllers are not meeting requirements, identify the reason, corrective action, and an estimate date when training will be accomplished. Units can use AF Form 1098, a matrix, or any other appropriate tool to track training.

6.16.3. Forward copies of TRB minutes to HQ PACAF/DOYA Training Manager.

**6.20.(Added).** Only PACAF AOS/XOPO may defer AFJQS 1C1X1-002 tasks relating to TERPS.

6.22. HQ PACAF/DOYA will coordinate training locations with 201 CCGP/AT for Hawaii Air National Guard (HIANG) trainees.

6.22.1. HIANG apprentice controllers are normally placed on active duty status for a period of 18 months for qualification/upgrade training. For radar, the training location will provide training at arrival and an assist position and RFC. For tower, the training location will provide training in local, ground and flight data. Process training extension requests through 201 CCGP/AT.

6.22.2. Active duty units are responsible for completing all training documentation (i.e., applicable JQS/STS items, position certification/facility ratings, etc.) on HIANG apprentice controllers.

6.22.3. Send progress reports every 30 days to 201 CCGP/AT if the trainee is experiencing difficulty in training, with informational copy to HQ PACAF/DOYA. Include any lost training time in the report.

6.22.4. Send a message to HQ PACAF/DOYA when a HIANG controller is suspended; informational copy 201 CCGP/AT. When withdrawal of the ATCS certificate is warranted, follow normal procedures.

6.22.5. Training locations will not process the AF Form 2096 upgrading HIANG controllers. This action is a HIANG responsibility.

8.1.1. Critical area knowledge items (i.e., separation questions) will be identified (with bold print or \* for CETS program users) in the facility rating tests. A minimum score is required for the facility rating test, however a score of 100 percent is required for critical area items.

9.3.2. To avoid gaps in facility manning, MAJCOM Surgeon OPR will also notify the MAJCOM OPR for ATC, of all pending medical disqualification actions being processed directly with them.

9.3.3. An AFSC is withdrawn when an individual is permanently disqualified from performing the duties in the specialty description, or when the medical evaluation reviewing or approving authority recommends retraining based on a medical defect that permanently prevents the individual from being used in the awarded AFSC.

9.3.4. The local Medical Treatment Facility (MTF) will provide the MPF an AF Form 422, Physical Profile Serial Report, including comments clearly defining the scope of the medical problem and any occupational duty restrictions. If retraining is recommended, then the local MTF makes the AF Form 422 available to the MPF Personnel Employment Element.

9.3.5. (Added) Attachments 4, 5, 7, 8, and 9 in AFI 13-203 refer to AFMAN 37-138 for unit filing. Change reference to indicate AFMAN 37-139.

10.5. (Added) HQ PACAF/DOY is the final approval authority on all LOPs (LOA/MOA/MOU) that involve ATC taskings. LOPs must be reviewed every three years. If no changes are required, a letter

signed by the same signatories in the LOP stating that the letter dated (date) has been reviewed is still valid. LOPs will be accepted via mail only, unless otherwise coordinated with HQ PACAF/DOY staff. OG/CC must sign the cover letter for all LOPs and the base airfield operations instruction. All others will be signed by the AOF/CC. Include in the cover letter a description of each change along with background rationale for each change.

10.5.1. (Added) AOF staffs will ensure LOP documents contain complete base-level coordination (i.e. Stan/Eval, Flight Safety, OSS/CC and OG/CC) before submitting for MAJCOM review.

10.5.2. (Added) LOAs/MOUIs/MOAs are also international agreements and fall under the purview of AFI 51-701, and as much lead time as possible is required for processing. Host Nation Agreements will require appropriate NAF OPR and legal review before submitting to HQ PACAF.

10.5.3. (Added) Send a plans brief for each plan (unclassified and classsified) that involves ATC taskings. See Attachment 2 for a sample plans brief format.

10.6. (Added) Forward copies of current indexes to PACAF/DOYA every August, to include date of LOP, date of LOP review, and date of MAJCOM approval.

11.1.3.5. (Added) Electronic AF Forms 3616 do not need to be printed at the conclusion of each shift. IAW FAAO 7210.3 and AFI 13-203, facilities may use one form for a 24 hour period.

11.3.1. At locations which authorize intersection takeoffs, publish intersection takeoff diagram in the base airfield operations instruction.

11.4.1. When a facility, service or navigational aid is, or is suspected of being involved in an aircraft mishap, the AOF/CC or a designated representative, shall notify HQ PACAF/DOYA immediately.

11.7.2.(Added). Notify PACAF/DOYA within 24 hours of suspected HATR, NMAC, system error or deviations IAW AFI 91-202.

11.7.5. See AFI 16-201, PACAF Sup 1 for process to handle requests for data from foreign governments.

11.15. Proposed changes in the ATC mission include increases or decreases in airspace assigned for ATC, transfer of ATC responsibilities to other US military, host nation, or the FAA, and assumption of additional ATC responsibility by the PACAF unit performing ATC service. Ensure a NAF review is accomplished to ascertain any local host nation impacts to any changes in ATC mission.

11.15.2. When controllers are thoroughly trained on the new MDS operations, the CCTLR/CSE will certify those individuals and document results accordingly.

**11.16.(Added).** Ensure the local NAF is notified of host nation Military Facility Deviations.

11.18.1.1.(Added). NAFs will coordinate directly with bases within their respective AORs (i. e. 5AF with Japan bases) to compile unique traffic count requirements.

12.3.2.1.1. The HQ PACAF POCs are DOYA and SCM.

12.3.2.1.2. Units submit their requests through the local communications squadron in April.

12.5.3.5.1.(Added). Flight delays, divers, and cancellations resulting from ATC/ATCALS systems limitations. Indicate in minutes the total number of delays, divers, and cancellations, by category, along with a narrative of each event. If none are reported, indicate in the minutes with the number zero (0).

12.5.3.6.1.(Added). A review of the status of airfield construction projects (on-going/ funded/on-hold) and the status of flightline driving program (personnel trained/units visited/intrusion trends). Detailed

planning and discussions of these items may be addressed at other regularly scheduled base meetings, committees or boards.

12.5.3.9. Refer to AFI 13-218 for sample format for ATSEP observation closure procedures. Observations are tracked at the local level in the AOB. When the AOB chairman determines an observation is ready to close, recommend closure with justification in the AOB Board minutes. PACAF/DOYA will forward the recommendation to PACAF/DO and then advise the OG/CC whether the observation is closed. For ATSEP problems, send request IAW AFI 13-218, requesting closure. PACAF/DOYA will review each request and notify AOF/CC if the problem is closed.

12.5.5. Forward copies of AOB minutes to HQ PACAF/DOYA/DOW/DOT/SCM/SEF/CECP/CEOOR/CEVP and PACAF AOS/XOPO.

14.1.2.3. Annually review the Operations Support Squadron's (OSS) Designed Operational Capability (DOC) Statement and all associated airfield operations flight taskings and requirements to ensure currency. Annual reviews at MAJCOM will normally be accomplished 60 days prior to the yearly anniversary date of the effective DOC Statements.

14. 2.2. The tasked unit has 5 days upon receipt of tasking to request reclama. Reclama message must include the following data as a minimum: number of 1C1X1 authorized, assigned, available. Personnel TDY, on leave, projected inbounds/outbounds during the TDY tasking period and justification for no support. Reclamas will be forwarded via message from the Wing Commander to HQ PACAF/DP. Informational copies must be provided to the local personnel readiness office and HQ PACAF/DOYA.

16.3. Base ATCALS reviews or committee meetings will be conducted quarterly by all AOFs (except 15 OSS/OSA). Meetings should function as sub-committees of AOB. Meetings should be scheduled in the months of February, May, August, and November in order to provide as current information and inputs to parallel reviews at higher headquarters.

16.3.1.(Added). Agenda. As a minimum the following items are required topics for all ATCALS reviews or ATCALS committee meetings: Facilities commissioned or decommissioned; Repair schedules (for example, depot, on-site Mobile Depot Maintenance (MDM); Active and proposed communications computer projects; Modification programs and schedules; Allied support status for ATCALS installations; Special problem facilities or areas; Funding issues; National Airspace System and associated ATCALS issues.

16.3.2.(Added). Membership. ATCALS Committee/Review membership will be at the discretion of OSS/OSA and/or AOF/CC. Recommend as a minimum CE, SCM and TERPS representation.

16.3.3.(Added). Minutes from the base/unit ATCALS Committee meetings will be forwarded electronically (E-mail) to HQ PACAF/DOYA as soon as published, but no later than 20 calendar days after the meeting. Signed paper copies will be forwarded via normal distribution channels when signed.

## Attachment 1

### AFMS 13E1 MANPOWER APPLICATION

The following minimum position manning requirements were established for PACAF ATC facilities under the AFMS 13E1. Any mission changes increasing or decreasing future needs shall be coordinated/validated with PACAF/DOYA and approved by PACAF/XPM.

BASE	Facility	# of positions required	Hours required
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## TOWERs:

ANDERSEN	POS	HRS
W/D	2	24
W/E	2	24

## RFCs:

EIELSON	POS	HRS	POS	HRS
W/D	4	8	2	18
W/D	3	8	1	8
W/D	2	8		
W/E	4	24		

ELMENDORF	POS	HRS	POS	HRS
W/D	4	16	2	16
W/D	2	8	1	8
W/E	2	24		

## RAPCONs:

KADENA	POS	HRS	POS	HRS
W/D	4	16	11	16
W/D	1	12	3	8
W/D	2	8	0	0
W/E	2	24	3	24

KUNSAN	POS	HRS	POS	HRS
W/D	5	10	6	16
W/D	2	14	2	8
W/E	2	24	2	24

OSAN	POS	HRS	POS	HRS
W/D	1	16	7	16
W/D	3	10	1	14



W/D	2	24	2	24
W/E	2	16	2	24
W/E	1	8	2	16

YOKOTA	POS	HRS	POS	HRS
W/D	4	8	8	16
W/D	3	8	3	8
W/D	2	8	0	0
W/E	2	24	3	24

**Attachment 2****SAMPLE PLANS BRIEF FORMAT**

MEMORANDUM FOR HQ PACAF/DOYA

FROM:

Subject: Plans Brief- <Plan Title>

**1. DESCRIPTION:**

a.Long Title:

b.Short Title:

c.Nickname:

d.Plan Classification:

e.Date of the Plan:

f.Effective Date:

g.Background Information:

(1) Plan Superseded:

(2) Plan Brief Superseded:

**2. PURPOSE:**

**3. REQUIREMENTS/TASKING:** NOTE: List the specific ATC tasking or attach ATC tasking extracts from the plan.

**4. SUPPORTED PLAN:**

**5. OTHER COMMENTS:**

STEVEN R. POLK, Maj Gen, USAF  
Director of Operations